

TLC Reports Module

Instructions are general, configurations may differ, for additional support contact Library Resources 742-6091



Introduction: Barcodes for items will continue to be created in Quickdraw/Label Matrix. If you need to know the last barcode in TLC, run report Barcodes Min/Max by location and look at the max barcode number listed or for a complete look run report Barcodes by location, (takes a bit – most schools have 600+ pages.) When viewing all barcodes, take into account Library Resources has chunked out barcodes to the school(s), some for LR, also vendors, i.e. Baker & Taylor, Follet, Permabound. Call Library Resources for vendor range, 742-6091, Suzette.

TLC has a report that lists min/max barcodes – or All Barcodes by location
Reports Module, select
Public Folders> then select
Cataloging Related Reports> then select
Listings> then select
Item Level Information> then select report
Barcodes Min/Max by location OR for ALL
Barcodes by location

The report(s) have 1 selection:
Location = select your school
Click Finish

Note: ASD uses a 13 digit barcode with a check digit; the last number in the 13th place and the check digit the 14th place.

3152000000459 check digit 8

Next barcode will be 500 + a check digit

Example: 3152000005009



In Quickdraw enter 13 digits, and QD will calculate last check digit number

ASD barcode format

Type: Codabar

Height: Variable

Density: Medium

Checksum: Mode 10

Ratio: 3-1

